



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY SHERIFF – DETENTIONS/COURT SERVICES

Class No. 005757

■ CLASSIFICATION PURPOSE

To provide inmate security at a Sheriff's detention facility; to supervise inmate activities; to maintain order in court; to supervise prisoners; to assist in courtroom proceedings; to enforce criminal and civil laws within the detentions facilities, and courthouse facilities; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Deputy Sheriff, Detentions/Court Services are peace officers responsible for maintaining security in detention and/or court facilities, depending on the assignment. This class is distinguished from Deputy Sheriff in that the latter performs general law enforcement functions outside of the courthouse and detention facilities and requires POST certification. This class differs from the higher class Detentions Sergeant in that the latter is a shift or division supervisor.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Participates in briefing for all staff and check assignment of duty station and activity for the current shift; participates in verbal briefings with outgoing and incoming staff during shift changes at assigned duty; reviews duty post orders and shift logs.
2. Maintains security and monitors movement of adults detained at a Sheriff's detention facility; escorts, observes, and monitors detainees and inmates on all movement in and around the facility, in accordance with departmental policy; this may include escorting detainees and inmates to court appearances, medical checks, exercise, showers, classrooms, counselor visits, family visits, and other approved appointments to mental hospitals, medical facilities, or clinics.
3. Observes and assesses all situations, activities, and surroundings during any movement within the facility on an ongoing basis; takes actions to correct, resolve, and control any potential problems or unusual occurrences through appropriate application of law, approved departmental policy and sound judgment; monitors hallways, stairwells, entries, exits, housing areas, kitchens, classrooms, offices, and other common areas through direct observation, sound detection, video monitors or mirrors, visual and audio alarm systems.
4. Regularly provides loud, clear, verbal instructions or commands to detainees and inmates to provide for reinforcement of rules or to direct activities and movement; provides clear communication to other staff through direct conversation, two-way radio or telephone; communicates effectively with departmental staff, supervisors, superior officers, and others.
5. Uses sound judgment, common sense, and consistent application of departmental policy to secure the segregation of certain detainees, inmates, or groups in order to maintain health, safety, and security; participates in investigation of crimes, accidents, or other incidents, as needed, by carefully questioning involved parties or witnesses for relevant information and by observing victims, complaining parties, and others in the vicinity.
6. Makes appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions; adapts responses, according to established departmental policy, criminal codes, conditions, and specifics of a situation; uses sound, professional judgment and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
7. Maintains and updates manual or electronic notes and logs, during shift at the assigned duty area; prepares notes, thorough written documentation and reports on accidents or incidents, occurring during shift, as directed by departmental policy.

8. Uses appropriate methods of approved, direct intervention, as needed, to pursue, subdue, or restrain individuals; makes decisions regarding effective and appropriate use of physical force (up to and including deadly force), based on sound professional judgment, common sense, training, departmental policy, and legal guidelines in order to protect the lives and safety of self, other staff, inmates, or visitors to the detention facility; when subject to physical altercations with inmates, is able to run, climb, squat, kneel, and other physical restrain/altercation positions, including possible outdoor pursuit over rough terrain.
9. Conducts and records results of a variety of head counts and checks, during shift, according to departmental policy and established shift schedule; diligently maintains accurate counts of inmates during routine observation, movement, or activity; maintains accurate counts of all items with which inmates have contact, including meals, utensils, equipment, razors, tools, or other objects used or accessed by inmates during the course of a shift.
10. Operates a motor vehicle in normal and emergency fashion.
11. If authorized, carries and operates various types of firearms, if necessary, outside the facility.
12. Maintains current knowledge of policy changes or changes in correction codes affecting functions within detention facilities.
13. Conducts physical searches of persons, in accordance with legal guidelines, training, and departmental policy, during the booking and fingerprinting process, or during necessary searches of housing areas; takes appropriate actions to seize and prevent the circulation of any contraband; participates as part of a team to conduct necessary searches of inmate housing areas or other rooms within the facility, in accordance with established policy and procedures.
14. Ensures equal protection to inmates, regardless of culture, race, ethnicity, gender, citizenship, refugee or immigration status, political affiliation, life style, sexual minority status, sexual orientation, and/or socioeconomic backgrounds.
15. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Examples of duties for specific assignments:

Detention/Facility Services

As an on-duty peace officer under Penal Code Section 830.1(c), performs custodial and other tasks related to the operations of a Sheriff's detention facility; guards, secures, and confines inmates within a detention facility; supervises inmate meals, recreation, sick call, and work assignments; escorts inmates within the detention facility; screens all items going in or out of inmate cells; maintains order; transports prisoners; performs administrative and record keeping functions including monetary transactions; writes incident reports; computes and records duration of confinement and release dates; provides inmate information to facility personnel; takes initial custody of prisoners; searches prisoners in appropriate cells while they await release or trial; sounds and/or responds to alarms; processes court documents; provides inmate information to other law enforcement agencies, the courts, and facility personnel; conducts perimeter security checks; coordinates the temporary release and transportation of inmates for court appearances, psychological evaluations, hospital visits, and any other activity which may require an inmate to leave a detention facility; and performs other related duties as assigned.

Court Services

As an on-duty peace officer under Penal Code Section 830.36, maintains security in the courtrooms and premises; preserves order among spectators and participants in court proceedings; calls participants to the stand; secures weapons and drugs submitted as evidence in court trials; serves warrants, court orders, writs, and subpoenas within the courthouse facility and adjacent detention facilities; processes court documents; acts as liaison for jurors in court session and deliberations; arranges court and jury transportation or jury sequestering as needed; guards, secures, and confines prisoners within a court holding facility; takes custody of individuals committed by the judge; escorts prisoners within the court facility; screens all items going in or out of prisoner holding cells; writes incident reports; provides prisoner information to court personnel; takes initial custody of prisoners; searches prisoners for weapons and contraband and inventories personal belongings; sounds and/or responds to emergency alarms; facilitates video arraignments; conducts inspections of courtrooms for possible contraband or explosive devices; operates weapons screening for the detection of weapons and contraband; arrests criminal violators on courthouse premises; provides information to the public and participants at proceedings; and performs other related duties as assigned.

■ **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Law enforcement practices and terminology.
- Laws of arrest and detention.
- Rules of evidence, search and seizure.
- Department policies and procedures.
- General laws, codes, statutes, applicable case law, and their interpretation.
- Illegal contraband and weapons.

- Legal terminology.
- Building security.
- Crowd control.
- Safety and use of firearms.
- First aid including cardio-pulmonary resuscitation (CPR).
- Data collection, analysis, and interpretation.
- Report writing techniques.
- Business English.
- Basic Mathematics.
- Government organization functions and services.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Maintain order, instruct, and direct the activities of inmates in a detention or court facility.
- Accurately observe, recall, and document inmate behavior.
- Observe and identify details.
- Exercise tact, good judgment, self-restraint, and strategy.
- Write clear, accurate, concise, legible, and grammatically correct reports in English.
- Perform arithmetic calculations such as addition, subtraction, multiplication, division, and percentages.
- Communicate effectively in English with people of various educational and socio-economic backgrounds.
- Establish and maintain effective working relations with others.
- Read, comprehend and appropriately apply laws, statutes, codes, and policies.
- Use department equipment including telephone, computers, radios, and video equipment.
- Use problem solving skills to collect, organize, interpret, and analyze a variety of information to determine an appropriate and reasonable course of action.
- Operate a vehicle using legal and defensive driving skills.
- Understand and follow oral instructions.
- Administer first aid.
- Maintain order and control of participants and courtroom spectators.
- Maintain security of the court facility premises.
- Physically control and subdue threatening or violent individuals.
- Meet quarterly firearm qualifications.
- Control resisting inmates with a minimum of force.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. . Qualifying requirements are: U.S. citizenship or status as a Resident Alien in the process of becoming a US Citizen is required (Section 81, San Diego County Administrative Code). Applicants must be 20 ½ years of age at time of application, and at least 21 years of age at time of appointment. Applicants must have graduated from high school, or obtained their G.E.D.

Note: There will be no waivers on the above requirements.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

- Vision: 20/100 uncorrected, correctable to at least 20/30.
- Frequent standing, sitting, bending and stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards and writing materials.
- Continuous upward and downward flexion of neck.
- Comprehending auditory inputs; identifying and distinguishing various visual and audio inputs; accurately identifying and distinguishing colors; accurately identifying and distinguishing the smell of different chemicals and materials.
- Giving verbal commands in a loud, clear, understandable voice.
- Lifting 100 pounds to waist-level and dragging 200 pounds 50 feet.
- Running fast for short distances.
- Exerting physical force for minutes at a time.

- Jumping across or over objects.
- Climbing various structures.
- Applying physical force against individuals.
- Standing, walking, or sitting for long periods of time.
- Possesses sufficient eye-hand coordination in order to make precise movements with speed and fluid body mobility.
- Has normal range in all extremities.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Standards for Training and Corrections (STC) certificate is required and is awarded upon graduation from the County of San Diego Deputy Sheriff-Detentions/Court Services Academy.

Note: Deputy Sheriff, Detentions/Court Services are peace officers as defined in Sections 830.1(c) and 830.36 of the California Penal Code.

Working Conditions

Individuals applying for this position must be willing to work any shift at any courthouse or detention facility in the County of San Diego. May be required to subdue, restrain, or use physical force to maintain custody and/or control of inmates.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Retirement

Appointees enter the County Retirement System as a Safety Member. Social Security provisions do not cover safety membership retirement.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

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Deputy Sheriff-Detentions/Court Services (Class No. 005757)

Union Code: DS

Variable Entry: Y